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## CWU Academic Affairs Committee Minutes - 02/ 28/08

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**Minutes**  
**Faculty Senate Academic Affairs Committee**  
**February 28, 2008**

Present: Kim Bartel, Tim Dittmer, Tim Englund, Dan Neighbors, Danielle Howard, Krystal Noga, Sura Rath, Marla Wyatt and Carolyn Wells.

Absent: Joe Brooks

Guest(s): None

Meeting was called to order at 3:18 pm by chair Kim Bartel.

Reviewed notes from February 21, 2008.

Unfinished Business:

**AAC07-08.04 Committee Charge – Grade Inflation** – Jeff Snedeker came last week and talked to the committee regarding this charge. The committee needed more data before going forward with this charge. Tim Dittmer will try and speak with Mark Lundgren about getting data.

New Business:

**AAC07-08.05 Committee Charge**

On January 29, a Catalog “Summit” was held to discuss the relationship between curriculum deadlines and the production schedule of the print catalog. It was determined that student and faculty input was needed to understand how the catalog is used and how it might be improved, both in content and format.

The Executive Committee charges the FS AAC to conduct a survey students and faculty on the current catalog, how it is used and how it might be improved. While it is currently presumed that a print publication will remain the primary medium for the catalog, additional suggestions for other media would also be welcomed. It would seem that the information desired would follow the questions below:

1. How do students and faculty perceive the catalog—what are its strengths and weaknesses?
2. What is the primary use (e.g., Gen Ed listings, degree programs, course descriptions, academic policies/regulations, faculty/department/college contact)? How much is each section used?
3. Is the organization of the current print catalog effective? How could it be improved (e.g., different organization, more/less information, etc.)?
4. What information in the current catalog is essential? Desirable (i.e., less essential)? Unnecessary?
5. What information is not in the current catalog that should be?
6. A print catalog guarantees access to anyone who can read, plus it has a certain publicity and/or “reassurance” value. Are there alternate media or formats that should also be considered in making the catalog available to the university community and/or region.

The committee discussed the charge. It was decided that there would need to be two different surveys, one for faculty and one for students. Several questions discussed were:

Do you use the print copy? How often?  
Do you use the online copy? How often?  
What do you use the catalog for?

If committee members have other questions please send Kim a list your suggestions.

The committee asked Janet to send them the catalog summit meeting notes. Also send the curriculum catalog narrative guidelines.

Carolyn will send Kim some questions. Kim will put together a survey for the committee to review and then send it on to the Executive Committee.

Meeting was adjourned at 4:02 pm

Next meeting date April 3, Barge 410 (and telecon)